

SY 2021-22 LEA Health and Safety Plans

LEA Name: Center City PCS

LEA Contact: Russ Williams

LEA Type: Pre-K;Elementary;Middle School

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Background and Purpose

[OSSE's Health and Safety Guidance for Schools](#) is issued for LEAs and private, parochial and independent schools (schools). LEAs and schools must develop and submit to OSSE comprehensive health and safety plans. This plan is intended to provide the public with information on how the LEA will support the safe reopening and operation of school buildings, including guidelines on masking, social distancing, handwashing and respiratory etiquette, cleaning and maintaining healthy facilities, and appropriate response to a positive COVID-19 case.

OSSE reviewed each LEA's responses to the questions for clarity, completeness, and compliance with the DC Health and OSSE health and safety guidance for schools and provided feedback to the LEA. Before publication, LEA's were given the opportunity to revise their responses based on OSSE's feedback. LEAs and schools are responsible for incorporating additional or updated public health guidance into their policies and procedures throughout the school year as such guidance is released.

Face Masks

1. Provide the LEA's plan to comply with the requirements to:

- a. except for specific circumstances (e.g., while eating) articulated in OSSE's guidance, all students, staff and visitors, including those who are fully vaccinated, must wear non-medical face coverings or face masks at all times while on school grounds, on school buses and while participating in any school-related activities, including physical education and sports; and
- b. masks must be worn correctly.

Center City will enforce its mask policy which includes mandates around masks being worn at all times while in a building, with exceptions given for eating and other extenuating circumstances. Staff will enforce the proper wearing of masks to ensure coverage over both the mouth and nose. If students (and staff) failed to comply with the mask mandate the penalties described below may apply.

2. Provide the LEA's policies and procedures in the event that a student, staff member, or visitor is unable or unwilling to wear a face mask at all times.

Center City has a mitigation plan in place in the event a student or staff member refuses to comply with our mask mandate. Individuals will first receive a verbal warning. If the behavior continues, the individual will receive a written warning including a notice that future infractions may result in suspension from in-person learning (for students) and disciplinary action for employees.

3. Provide the LEA's policies and procedures to support physical distancing between individuals and within and across groups, including in classrooms, common spaces, during arrival and dismissal procedures, and during extracurricular activities.

- a. Social Distancing stickers on floors in hallways, offices, lockers, elevators and entrances/exits
- b. Separation of classroom desks
- c. Sneeze guards for office desks
- d. Scheduled bathroom breaks, breakfast and lunch in the classroom, staggered arrival and dismissal all to avoid crowding and mixing of groups
- e. Cancellation of all school activities

4. Provide the LEA's policies and procedures regarding the use of cohorts for students and/or staff, including steps to minimize interactions between cohorts, as applicable.

- a. Center City PCS will continue to enforce the use of cohorts and closely monitor cohort groups to ensure they are not mixing with other groups. Cohorts will be relegated to grade bands and will remain mostly in their classrooms with the exception of bathroom breaks, outdoor enrichment classes, recess, and arrival/dismissal.
- b. Social Distancing stickers on floors in hallways, offices, lockers, elevators and entrances/exits
- c. Scheduled bathroom breaks, breakfast and lunch in the classroom, staggered arrival and dismissal all to avoid crowding and mixing of groups
- d. Cancelled all school activities

5. **Provide the LEA's policies and procedures to support handwashing and respiratory etiquette including frequent, proper handwashing strategies and encouraging covering coughs and sneezes.**
 - a. Students will wash their hands before and after every meal and after water breaks. Students will sanitize their hands after they arrive and before dismissal and before and after activities that involve the removal of their masks or touching of high-frequency items such as staircases and playground equipment.
 - b. Hygiene posters encouraging hand washing are posted in every classroom, hallway, bathroom, and entrance/exit.

6. **Provide the LEA's plan to make available adequate supplies (e.g., soap, paper towels, hand sanitizer, tissues) to support healthy hygiene practices including, as relevant, in classrooms, bathrooms, offices and common spaces.**
 - a. Every classroom has a wall-mounted hand sanitizer station
 - b. Every entrance, exit, and office space has a free standing hand sanitizer station
 - c. Our janitorial partner, Busy Bee ensures that campuses have an overstock of hand soap, paper towels, and individual hand sanitizer available for students and staff. This inventory is audited daily and ordered as necessary.

7. **Provide the LEA's policies and procedures to acquire, distribute and support the appropriate use of PPE including gowns/coveralls, gloves, surgical masks, eye protection (face shield or goggles) and N95 masks, as relevant and necessary.**
 - a. Our janitorial partner, Busy Bee ensures that campuses have an overstock of PPE supplies including masks, face shields, gloves, gowns, etc.
 - b. Every student and staff person receives two reusable face masks
 - c. PPE bags consisting of masks, gloves, face shields and gowns are bagged and placed in the Isolation Room as well as the front office for immediate access and use if necessary.

Maintain Clean and Healthy Facilities

8. **Provide the LEA's schedule for routine cleaning of rooms, surfaces and objects, including high touch objects and surfaces (e.g., pens, keyboards, elevator buttons, light switches, handles, stair rails, faucets, phones, doorknobs, grab bars on playgrounds).**
Center City has acquired a second Day Porter for each building so we can maintain essential routine cleaning. Multiple times per day, Day Porters will clean light switches, faucets, door knobs/handles, countertops, copy machines, and other frequently touched surfaces, playgrounds, desks (before and after lunch), and lockers. This is in addition to our standard cleaning of floors, windows, and kitchen areas.

9. **Provide the LEA's cleaning and disinfecting protocols in the event that (1) a student, staff member, or visitor develops symptoms of possible COVID-19 while in the school; or (2) if the school is notified that a student, staff member or visitor who tested positive has been in the school.**

- a. Center City has a partnership with an outside vendor (Busy Bee) that will conduct deep cleanings of our buildings in the event a person tests positive or has related symptoms. Please see the attachment of our daily and weekly cleaning schedule for both virtual and in-person as well as in the event of an outbreak.
- b. The room will be immediately evacuated and locked until the deep cleaning takes place.
- c. Busy Bee will also conduct a deep cleaning of spaces the suspected infected person visited such as bathrooms.

10. Provide the LEA's plan to make available sufficient and appropriate cleaning and disinfection supplies.

- a. Our janitorial partner, Busy Bee, ensures that campuses have an overstock of hand soap, paper towels, and individual hand sanitizer available for students and staff. This inventory is audited daily and ordered as necessary.
- b. In addition, Busy Bee ensures we have the necessary chemical agents to clean surfaces in our buildings.

11. Provide the LEA's plan to perform necessary maintenance to ventilation and water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) so that they are ready for use and occupancy and are adequately maintained throughout the operating period.

- a. Ensured air conditioning is functional in all classrooms and across the building
- b. Installed screens in classroom windows to ensure windows can remain open during the school day.
- c. We are currently working on the procurement of air purifiers from Invisiclean for every classroom and office at all campuses. We are also in the process of swapping out all filters in the Dakin overhead ceiling units to MERV-13 filters.
- d. Center City has shut down the use of nozzle water fountains and instead installed water bottle filling stations.

Response to a Confirmed or Suspected COVID-19 Case

12. Describe the LEA's policies and procedures to:

- a. Comply with the requirement to not admit or to dismiss any student, staff member or visitor who is COVID-19 positive or otherwise meets criteria for exclusion, per OSSE's guidance; and
- b. Dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting.

a.

- i. Center City has a process for tracking when mandatory quarantines expire so we can ensure exposed individuals are not permitted to return until after the 10-day quarantine period.
- ii. Center City screens staff prior to arrival and requires that parents screen students prior to dropping off to ensure they don't exhibit any of the physical symptoms of COVID-19. If so, students and staff are not permitted to enter our buildings.

b.

- i. Center City immediately quarantines potentially exposed students in Isolation Rooms when possible.
- ii. Parents are called immediately
- iii. Center City immediately reaches out to DC Health to provide contact tracing documents and waits to be notified (by DC Health) if a student(s) needs to quarantine.
- iv. Center City has a process for tracking when mandatory quarantines expire so we can ensure exposed individuals are not permitted to return until after the 10-day quarantine period.
- v. Rooms are immediately evacuated until a deep cleaning can be performed.

13. Provide the LEA's plan to comply with the requirements to:

- **a. Identify a staff member as the COVID-19 point of contact (POC) to whom families, staff, contractors and vendors should report a positive case of COVID-19 and who is responsible for reporting positive cases of COVID-19 to DC Health;**
- **b. Report any applicable positive COVID-19 case in a student, staff member or essential visitor to DC Health on the same day the school is notified;**
- **c. Not exclude students or staff with pre-existing health conditions that present with specific COVID-19-like symptoms on the basis of those specific symptoms, if a healthcare provider has provided written or verbal documentation that those specific symptoms are not due to COVID-19.**

a. Campus Principals are the on-site point of contact. That person alerts the network Manager of Operations, Director of Operations, and the Communications Manager of a suspected case. The Manager of Operations alerts DC Health officials.

b.

- a. Campus POC notifies the Central Office Manager of Operations and Director of Operations
- b. A member of the Operations team will contact DOH and submit the required form
- c. We will use the applicable notification letters to notify school staff and parents who many have come into contact
- d. We will wait on next steps from the Department of Health and ensure a deep cleaning is conducted

c. Center City keeps all health records secure so they can be easily referenced. We work closely with parents and on-site primary care technicians to evaluate students and monitor their health.

14. Provide the LEA's procedures to support DC Health with contract tracing in the event of a positive case of COVID-19.

- a. All students and staff are assigned to a cohort for contact tracing purposes.
- b. Students and staff contact information is stored in a central database so that we can share all pertinent information with DC Health.

15. Describe how the LEA will notify the school community, as appropriate, of the positive case and corresponding actions taken by the LEA.

Center City has a series of notification templates in our network guide that can be used to notify the parents of the suspected student, parents of students who may have been exposed, letters to the teaching staff in the building, and letters notifying the student(s) when they can return to school following a mandatory quarantine.

COVID-19 Testing and Vaccines

16. If applicable, describe the LEA's current or planned COVID-19 testing protocol for symptomatic and/or asymptomatic students and/or staff, including steps the LEA will take to encourage participation in the testing program. Please include the LEA's plan to ensure that results of such testing programs are reported to DC Health per DC Health's COVID-19 reporting requirements: dchealth.dc.gov/page/covid-19-reporting-requirements.

- a. Center City has partnered with Capital Diagnostic to provide weekly COVID-19 tests. Capital Diagnostic uses the PCR test which requires a nasal swab. The nasal swab is less invasive than a nasopharyngeal swab. The sensitivity of the PerkinElmer PCR kit is still very high and rated the highest among the FDA-approved EUA PCR kits. The test will be administered every Monday. Parents will be sent a consent form electronically and will be able to view weekly results by setting up an account on the Capitol Diagnostic patient portal.
- b. Positive results are shared with DC Health by Capital Diagnostics and by the Manager of Operations

17. Provide the LEA's plans to support COVID-19 vaccination of staff and students, as eligible, including efforts to encourage participation in public and community-based vaccination opportunities.

- a. Center City PCS actively encourages staff and students over 12 years of age to get vaccinated.
- b. Center City PCS shared vaccination site information in our correspondence to staff and families.
- c. Center City PCS asks employees to communicate vaccination status with the organization and provide medical proof which is confidentially stored.

Students with Disabilities

18. Provide the LEA's plans to provide appropriate accommodations to students with disabilities with respect to its health and safety policies and procedures.

- a. The Student Support Services team will reach out to the parents of students with disabilities to determine their needs and work to provide accommodations as necessary
- b. Center City has identified spaces in each building that meet health and wellness requirements to conduct pull out services
- c. Center City has purchased clear face masks when necessary

Training, Technical Assistance, and Monitoring

19. Please provide the LEA's plan to provide training and technical assistance on its policies and procedures to safely reopen schools in accordance with the DC Health Guidance for Schools and the OSSE Health and Safety Guidance for Schools, including:

- a. who will receive training and technical assistance; while on school grounds, on school buses and while participating in any school-related activities, including physical education and sports; and
- b. the topics that the training and technical assistance will address; and
- c. how and by whom the training and technical assistance will be delivered.

a.

- i. Manager of Operations will continue to work with OSSE and PCSB representatives to ensure we are in compliance with district mandates
- ii. Operations team will communicate with the larger LEA community and ensure

b.

- i. Arrival and Dismissal
- ii. Dismissal, Exclusion, and Return Criteria
- iii. Notification Policy of suspected exposure or positive case
- iv. Daily Health Screenings
- v. Meal Service
- vi. Cohorting and Social-Distancing
- vii. Reporting and Daily Cleaning

c. Professional Development sessions prior to the start of school as well as distributing digitally beforehand.

20. Provide the LEA's plan to monitor the implementation of the health and safety plans at each campus, including how, when and by whom the implementation will be monitored, and how the LEA will respond if a given campus is not adhering to the plan.

- a. Center City PCS will conduct bi-weekly campus visits to monitor compliance with our network health and safety plan
- b. Recommendations will be made at each visit if non-compliance is observed.
- c. Campuses will have 2 weeks to respond to corrections before the next visit.

21. Describe the LEA's plans to communicate key health and safety policies and procedures to students, families, staff and visitors.

- a. Center City PCS has created a network health and safety plan that will be formalized and distributed to campus leaders and staff
- b. An abbreviated version of the network health and safety plan will be created and shared with families before the start of school. The network health and safety plan will be translated and digitized for distribution.